

ADDING A LOCATION/CLOSING A LOCATION/ ADDING OR REMOVING A COMPANY NAME OR TRADE NAME

NOTE: LSA-R.S. 6:1089 of the Residential Mortgage Lending Act states that this Office must be notified of any change in the name, addition or closing of a location of a company PRIOR to the change. Failure to notify this Office prior to the change will result in an additional \$100 late filing fee.

Adding a Location:

- A letter advising this office of the date you intend to move and the address of the new location.
- A list of the originators for that location, if applicable. If they are transferring from another location *within your company* to a new location, return their licenses so new ones can be issued. If they are new originators, include applications and fees. (NOTE: There is no fee for an originator to move from one location already registered with this Office to another location already registered with this Office.)
- A signed copy of the lease for the new location.
- \$100 filing fee made payable to the Office of Financial Institutions.

Closing a Location:

- When closing a location, notify this office by letter within 30 days of the closure of the date you intend to close.
- Include in the letter where the books, records, and files from that location are to be stored.
- Include a list of the originators for that location and where they will be moving or their termination dates, whichever is applicable. Return their licenses.
- Advise whether there are any loans pending from the location to be closed, including how and where they are to be closed.

Adding or Removing a Name or Trade Name:

- A letter requesting the addition or removal of the name or trade name signed by an authorized representative of the company and a copy of the company's amended Articles, if applicable.
- A copy of the registration of the new name or trade name from the Louisiana Secretary of State.
- Return all licenses so name or trade name can be added or removed.
- \$100 filing fee made payable to the Office of Financial Institutions.